

**Memorandum for:** States that have conducted, or scheduled ParaPro standard-setting studies

**Date:** July 14, 2003

**From:** ParaPro Project Management Team

**Subject:** Final e-mail in the Communications Plan for Delivery of the ParaPro Internet-based Assessment

Please share the following information and process with your districts:

**Contact Information:** Our database is populated with one contact name per district, provided by the state. Although a process is provided to correct this information before opt-in, it is recommended that this person go through the opt-in process for best results. Only use the “Incorrect Data” button if the email address is incorrect. Other contact information changes can be made as needed after the opt-in process is completed.

### **How to Opt In**

School districts may begin the initialization process by navigating to <https://ibt.ets.org/optin> . *This is the only time you will use this website.* When prompted, enter “**parapro**” for the user name and “**parapro\$optin**” for the password (without the quotes).

Once you have logged in, perform the following actions:

- Select your state from those available in the drop down list.
- A drop down list of available districts will appear. Select your school district. If your district does not appear, please contact your state agency.
- Click “**OK**” on the pop-up box confirming your selection (or click **Cancel** to select a different school district).
- Verify that the contact information is correct, paying close attention to the e-mail address listed. If this information is correct, click the **Enroll** button. A username and password will be sent to you via e-mail.
- If this information is incorrect, click the **Incorrect Data** button for more information.

### **How to Access the ParaPro Assessment Administration Web site**

- Once you receive your username and password you may access the secure ParaPro Assessment Administration Web site.
- Navigate to the secure Web site at <http://ibt.ets.org/parapro>. You will be taken to the ParaPro Welcome Page. Click **I Agree** or **I Do Not Agree** on the disclaimer page. Links to Administration and Candidate Testing will appear when you click **I Agree**.
- Click on **Administration** to be taken to the School District Administrator Log-in page.
- Use the username and password you received by e-mail to login.
- The first time you login, you will see a Services Agreement. At the bottom, click **I Accept** if you accept the terms of the Services Agreement and wish to participate in the Internet-based delivery of the ParaPro Assessment.
- Update all required contact information on the next screen and click **Submit**.
- Click **Main Menu** link at the top of the page.

- The initialization process is now complete and you may use the ParaPro Assessment Administration system.
- To return to the ParaPro Assessment Administration Web site in the future, navigate to <http://ibt.ets.org/parapro> and use the username and password provided to you in the e-mail. You will be taken directly to the Main Menu.

### **How to Prepare Individual Workstations for Candidate Testing**

To prepare each workstation you must download and run the INSTALLATION PROGRAM from the ETS ParaPro Assessment Administration Web site. This installation program will install the Sun's Java Runtime Environment 1.4 (JRE), which includes Java Web Start (JWS) as well as the ETS iBT driver.

To access the installation program:

- Navigate to <http://ibt.ets.org/parapro>. You will be taken to the ParaPro Welcome Page. Click **I Agree** or **I Do Not Agree** on the disclaimer page. Links to Administration and Candidate Testing will appear when you click **I Agree**.
- Click **Candidate Testing** and follow the instructions on that page.
- Refer to [www.ets.org/parapro](http://www.ets.org/parapro) for technical tips.

Best wishes for a successful enrollment in our Internet-based ParaPro Assessment delivery system.

If you have questions, please contact [parapro@ets.org](mailto:parapro@ets.org).

Thank you for your patience and your continued support.

The ParaPro Project Management Team